



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SUPPORT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533

IN REPLY  
REFER TO

DLSC-LDT

MAY 04 1999

MEMORANDUM FOR EXECUTIVE TEAM  
COMMANDER, DEFENSE CONTRACT  
MANAGEMENT COMMAND  
DEFENSE DISTRIBUTION CENTER  
DEFENSE SUPPLY CENTERS  
DEFENSE REUTILIZATION AND MARKETING  
SERVICE  
DEFENSE ENERGY SUPPORT CENTER  
DLA EUROPE/PACIFIC  
DEFENSE LOGISTICS INFORMATION SERVICE  
ADMINISTRATOR, DEFENSE AUTOMATED  
PRINTING AND SUPPORT CENTER  
DEFENSE NATIONAL STOCKPILE CENTER


SUBJECT: Reporting of Foreign Travel to International Conferences

The Office of the Secretary of Defense, Administration and Management, issued the following letter (enclosed) regarding travel to an international conference, under certain circumstances, must submit preliminary and final reports of that travel to the Department of State's Office of International Conferences.

This reporting requirement is also provided in DoD 4500.54-G, the DoD Foreign Clearance Guide (DoD FCG)

Request widest dissemination of this policy letter. Our point of contact is Mrs. Deborah L. Beckner at (703) 767-3622 or DSN 427-3622.

Attachment

  
BENNIE E. WILLIAMS  
Colonel, USA  
Chief, Transportation (Policy)